

**MINUTES
VENDOR ADVISORY COMMITTEE
APRIL 7, 2009**

Members Present: Bonnie Carothers and Ashlin Gunter for P.D. Morrison, Mike Masters, Greg Alexander, Gladys House, Diana Keller, Nancy Evans, Roy Mata, Arlene Dillworth, Ken Sorley, Ron Pigott (non-voting), Paul Gibson (non-voting)

Members Absent: P.D. Morrison

Staff Present: Ron Pigott, David Duncan, Paul Gibson, Dee Dorsey, Manuel Perez, Bobby Pounds, Valerie Simpson, Chuks Amajor, Kit von Wupperfeld

Others Present: Leland Stanford, Andrew Leddick, Milton Turnipseed (TIBH)

The meeting was called to order by Chair Mike Masters at 1 p.m. All present introduced themselves.

Upon a motion by Greg, seconded by Nancy, minutes of the January 6 meeting were approved unanimously. Upon a motion by Ken, seconded by Greg, minutes of the February 3 meeting were approved unanimously.

Item 4 – Subcommittee Reports (HUB and Public Outreach/Communications)

HUB – no report.

Public Outreach/Communications – Arlene drafted a document explaining the VAC that could be taken when meeting with other groups, to use as a starting point. **Action Item:** Ron will take it to CPA's Director of Communications for review, and ask him to work with Arlene to refine it.

Dee Dorsey, Purchasing Supervisor, suggested outreach to other purchasers, including an effort to encourage more to attend VAC meetings. **Action Item:** Ron said some of this could be accomplished with an established mailing list called Govdelivery. In addition, Ron mentioned there was a team working on the webpage. Both Mike and Arlene said they would be willing to help with this effort.

Item 5 – Legislative Updates

Ron distributed a spreadsheet of pending legislation that could impact TPASS. He said most bills are not moving quickly, and are minor in impact. One to watch is SB 0953, requiring increases in Contract Management training, Contract Advisory Team support, and more staff for State-wide Contracting, Procurement Operations and Legal. SB 0672 and HB 0268 add disabled veterans as a HUB category. HB 0970 and SB 672 do the same for disabled persons. A Senate committee hearing is scheduled for 4.9.09 on SB 0953. Ron also mentioned HB 4682, which would require hiring private procurement specialists for high-dollar contracts.

Ken asked about HB 1022, which gives preference in state purchasing for products from disaster areas, and asked when the VAC would get involved. Answer: it depends on when the bill passes the original house. The final discussion related to SB 2321, an administrative move to put the fee charged for the Centralized Master Bidders' List HUB portion in the Government Code.

Item 6 – Update on Other Governmental Entity Meetings Attended by VAC Members

Tabled until next meeting.

Item 7 – Update on Office Supplies Request for Proposals

A vendor conference on March 20 elicited a great deal of response. April 6 was the deadline for submission of questions, which are currently being analyzed. TPASS will meet with the vendors again and draft the RFP.

Mike commented that TPASS is making a bigger investment in the pre-proposal process than previously. Ken said he was concerned about educating purchasers on various industries to ensure they have the knowledge to do their job. He suggested perhaps another subcommittee on this issue would be appropriate. Mike added that most industries would appreciate an opportunity to share information on trends and directions that would be helpful. Ron said that TPASS is doing more “brown bag” trainings for purchasers on various aspects of the procurement process, which are well-received, as attendees receive training credit and there is no fee.

Item 8 – Update on Smart Buy Program

There was a discussion on the 1.5228% administrative fee being charged to cover the BearingPoint consulting costs and the issue of dealers not being included in SmartBuy.

Item 9 – Public Comment

There was no public comment.

Item 10 – Future Agenda Items

Gladys House requested that the VAC invite those entities responsible for enforcing monthly HUB goals to the meeting, including those that enforce the goals for local entities and colleges that receive state funding. Gladys asked for an accounting of where the state is in enforcing state-funded entities in meeting their goals, especially now that stimulus money would be coming to the state. Gladys stated it is the goal to eliminate the disparity of black businesses and she would like to know where the state is with that. A discussion ensued concerning which entities are responsible for enforcing HUB goals. Ron Pigott stated that the Comptroller's Office reports the HUB spend twice a year but does not have authority to enforce any goals. Discussion concluded that the Legislature and the Governor were the likely entities with authority to enforce goals or at least take action to impact entities not meeting goals. Gladys then asked that the Comptroller's Office provide a briefing on the April HUB report to the Legislature. She also stated she would invite people from Houston to come speak on HUB goal issues.

Bobby Pounds agreed to provide information on the need for sales reporting and the upload feature on TxSmartBuy.

Kim Oliver and Vince Sellers will be invited to the May meeting to answer questions about SmartBuy.

Paul Gibson will provide an overview of the HUB semi-annual report.

Chuks Amajor will present an overview of strategic sourcing.

Standing committee reports.

Item 11 – Adjourn

The meeting was adjourned at 3:05 p.m.

